

**Division of Assessment Implementation  
DAC Monday Email for March 3, 2003**

**Did you forget to email Kathy Moore your official test dates for your district?**

To do this, we are asking that the DAC email Kathy Moore (kmoore@kde.state.ky.us) with the district superintendent added in the Cc line. In the subject line write "Testing Window Options". Copying the message to the Superintendent documents his/her knowledge of the district choice.

The text of the message should look something like this:

\_\_\_\_\_ District has selected the following testing window option(s)

Elementary Schools: \_\_\_\_\_

Middle Schools: \_\_\_\_\_

High Schools: \_\_\_\_\_

**Question of the Week!**

**Q:** My school's testing window begins after the Alternate Portfolio Regional Scoring Session is scheduled. What do I do?

**A:** Due to flexible testing windows across the state, your district may be scheduled for scoring alternate assessment portfolios before or during your testing window. If that occurs there are three different options:

- 1) Complete the alternate portfolio a few days early and bring to the scoring session scheduled in your region,
- 2) Attend another nearby regional scoring session, or
- 3) Attend the statewide scoring session scheduled in Lexington

Remember, that you must still complete the alternate portfolio in accordance to your district's testing window and that you should register for the scoring session in which you plan to attend.

**NOTE:** Due to the changes surrounding the Alternate Portfolio process this year, CTB has extended the date by which Alternate Portfolio Score Form orders must be received. Orders for Alternate Portfolio forms will be accepted through **Thursday, March 6**. Contact customer service at 800-282-5082 or email Pam Ponzi (pponzi@ctb.com). Any additional forms needed after that date must be requested via the Short/Add process.

**Precode Update**

Directions are still being finalized for districts to use when generating STI student data files for CTB's precoding process. As soon as directions are available, they will be included in a DAC Monday email.

**Assessment Meetings**

The last meeting is scheduled for tomorrow at the Frankfort History Center (Brown-Forman Room), 100 Broadway, Frankfort, Phone: 502-564-1792. The meeting will begin with a session for new DACs at 8:30 AM. At 10 AM the general meeting begins.

**Administration Code Training**

Our office will be offering another Administration Code Training session on March 12, 2003 from 12:30 PM to 3:30 PM in the 18th floor conference room at the Capital Plaza Tower in Frankfort. Please contact Kathy Moore (kmoore@kde.state.ky.us or 502-564-4394) to register.

**Cluster Leader Training Reimbursement**

There has been some confusion about who is eligible for reimbursement for attending the cluster leader training. It was the intent to allow one writing person per school identified as a cluster leader to attend the training sessions. However, many people who registered, who are in fact listed in the CTB database as an "official cluster leader," did not register that way. They registered as school writing leaders or did not check either category. In addition, the weather has created great problems in submitting registration forms in a timely manner, necessitating changes in schedules and locations and preventing some individuals from being able to attend. Nevertheless, since in some situations, a school writing leader attended instead of a cluster leader, CTB intends to honor the intent of this arrangement and will reimburse a cluster leader representing a school or a school writing leader from a school, if the school writing leader is the sole representative of the school able to attend the training.